



REQUEST FOR ASSISTANCE (RFA) FORM INTAKE INTERVIEW LOG

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|--|-------------------------|-------------------|
| <u>Date:</u> 10/2/18 | <u>Interviewer:</u> SGS | RFA #18-70 |
| <u>Name of Person(s) Requesting Assistance:</u> [REDACTED] | | |
| <u>Contact Numbers (telephone, e-mail, etc.):</u> [REDACTED] | | |
| <u>Status of Person(s) Interviewed (title, position, student status, etc.):</u> [REDACTED] | | |
| <u>Requested Assistance Pertaining To (name, position, policy, project, etc.):</u> [REDACTED] | | |
| [REDACTED] | | |

To the best of your knowledge, please fill out the following:

Interviewee Status: Male Female Administrator Faculty Staff Student
Concern Regarding: Male Female Administrator Faculty Staff Student

Category: (Please check at least one)

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|--|--|---|-------------------------------------|--|
| <input type="checkbox"/> Age | <input type="checkbox"/> Color | <input type="checkbox"/> Creed | <input type="checkbox"/> Disability | <input type="checkbox"/> Veteran Status |
| <input type="checkbox"/> Marital Status | <input type="checkbox"/> National Origin | <input type="checkbox"/> Race | <input type="checkbox"/> Religion | <input type="checkbox"/> Retaliation |
| <input type="checkbox"/> Sex/Gender | <input type="checkbox"/> Sexual Harassment | <input type="checkbox"/> Sexual Orientation | <input type="checkbox"/> Employment | <input type="checkbox"/> Genetic Information |
| <input type="checkbox"/> Gender Identity or Expression | | | | |

| Time Line | | |
|-----------|---|---|
| Date | Item | Comments |
| | | [REDACTED] meets with Human Resources and is referred to EOO. |
| 10/1/18 | | SGS coordinates with [REDACTED] to schedule appointments that work with [REDACTED] shift hours and ensures union representation is present. |
| 10/2/18 | SGS meets with [REDACTED] and Brandon Taylor (WFSE union rep) | |
| 10/2/18 | SGS meets with [REDACTED] and Brandon Taylor (WFSE union rep) | |
| 10/4/18 | SGS calls Lea Aune and [REDACTED] | |
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| 10/30/18 | Memo from SGS to [REDACTED] CC John Furman | See memo in file |
| 12/10/18 | Lynae Rickman t/c with [REDACTED] | Lynae and [REDACTED] scheduled 3 meetings in January for SGS and [REDACTED] in order to provide one-on-one training as indicated in the memo dated 10/30/18. |
| 1/10/18 | SGS one-on-one training for [REDACTED] | |
| 1/17/18 | SGS one-on-one training for [REDACTED] | |
| 1/24/18 | SGS one-on-one training for [REDACTED] | |
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